

TRIAL EMAIL ADDRESS

Effective immediately, an application to adjourn a case which the Trial Scheduling Part (TSP) has set a date certain for trial (where a trial judge has not been assigned), or notification to the court that a case on the trial calendar has settled, **must** be emailed to the court at QSCTrials@nycourts.gov.

If the request for an adjournment is being made as a result of an attorney being actually engaged in another court proceeding, an Affirmation of Actual Engagement **must** accompany any such application. The Affirmation of Actual Engagement must include the caption, index number, court in which the other proceeding is pending, the nature of the proceeding, and the date such other proceeding is scheduled to commence.

All appearing parties must be included on the email.

(6/30/23)